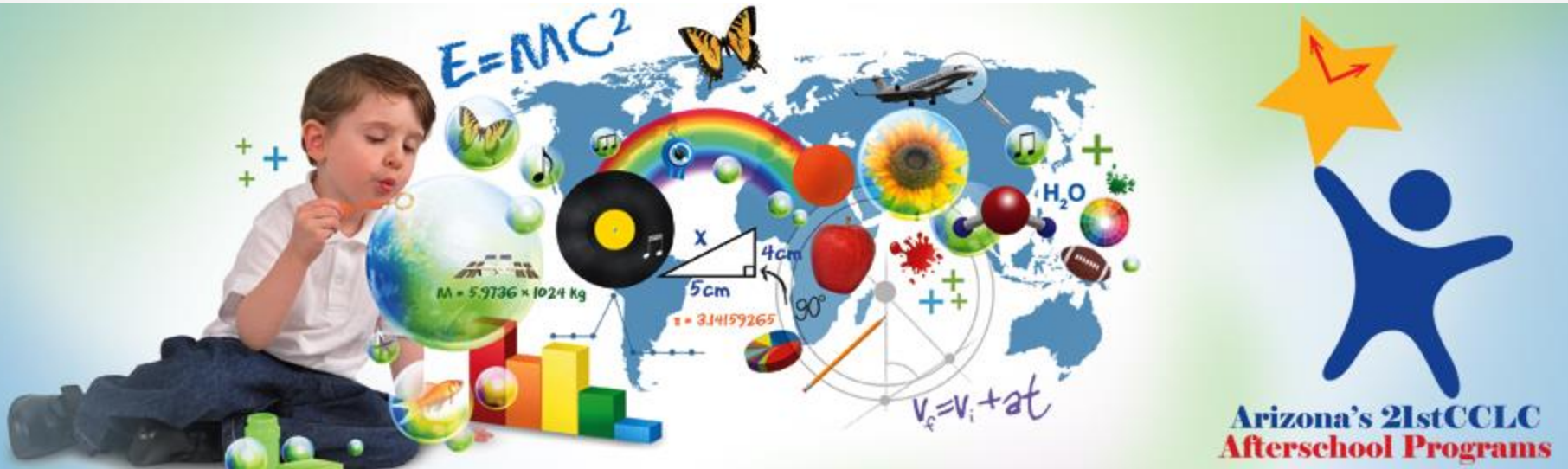


# Site Evaluation Report Instructions



# Purpose

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Provide an overview of the 21<sup>st</sup> CCLC Annual Site Evaluation Process

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## Components of Annual Site Evaluation

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- Compliance Worksheet
- Objectives Worksheet
- Continuous Improvement Worksheets

# Due Date: August 9, 2013

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Your site evaluation document must be submitted to your 21<sup>st</sup> CCLC specialist and evaluator on or before August 9, 2013.

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## **ESEA, Title IV, Part B `SEC. 4205. LOCAL ACTIVITIES. EVALUATION-**

(A) IN GENERAL- The program or activity shall undergo a periodic evaluation to assess its progress toward achieving its goal of providing high quality opportunities for academic enrichment.

(B) USE OF RESULTS- The results of evaluations under subparagraph (A) shall be--

- (i) used to refine, improve, and strengthen the program or activity, and to refine the performance measures; and
- (ii) made available to the public upon request, with public notice of such availability provided.

# Site Evaluation Questions, Related Components and Resources

Evaluation Question	Component	Resource
1. Was program implemented as approved in application?	Compliance Worksheet •Hard copy •Online (REQUIRED SUBMISSION)	<b>REQUIRED:</b> <a href="#">21st Century Community Learning Centers (21st CCLC) Compliance Worksheet</a>
2. Were program outcome objectives met?	Objectives Worksheet (REQUIRED SUBMISSION)	<b>REQUIRED:</b> Objectives from original approved application
3. What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching program objectives?	Continuous Improvement Worksheet (REQUIRED SUBMISSION)	<b>REQUIRED:</b> Compliance Worksheet Objectives Worksheet
4. What will be done next year to ensure progress toward reaching program objectives?		<b>OTHER:</b> YPQA Continuous Improvement Plan  Family Engagement Work Plans

# Compliance Worksheet

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## Evaluation Question 1 - Was program implemented as approved in application?

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The compliance worksheet is designed to collect your responses to this question. The Compliance Worksheet solicits responses to questions regarding the ten areas listed below. The Compliance Worksheet must be completed on the hard copy and then answers must be submitted online at [21st Century Community Learning Centers \(21st CCLC\) Compliance Worksheet](#).

1. Direct Student Services	6. Barriers
2. Direct Family Services	7. Evaluations
3. Communication	8. Sustainability
4. Safety and Transportation	9. Fiscal Record Keeping
5. Evaluations	10. Required Training

# Compliance Worksheet

## Evaluation Question 1 - Was program implemented as approved in application?

Below is an example of how to fill out the Compliance Worksheet:

1. Direct Student Services		
Requirement	Compliant	Notes
a. Program services are provided as proposed in original approved application	<b>Yes</b> <b>X No</b>	Currently, we are adding an hour morning class two days a week to fulfill our required service hours.
b. Classes/Services provided support objectives	<b>X Yes</b> <b>No</b>	
c. Services are provided to the projected number of regular student attendees	<b>X Yes</b> <b>No</b>	
d. Snacks are provided	<b>X Yes</b> <b>No</b>	

# Objectives Worksheet

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## Evaluation Question 2 – Were program objectives met?

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The Objectives Worksheet is designed to collect information regarding progress made toward meeting outcome objectives.

From your approved application, please select:

- 2 Academic Achievement Outcome Objectives
- 1 Youth Development Outcome Objective
- 1 Family Engagement Outcome Objectives

Report all information requested on the Objectives Worksheet for each objective selected.

# Objectives Worksheet

Below is an example of how to fill out the Objectives Worksheet:

2010/2011 21st CCLC Program SAMPLE Objectives Worksheet				
Area	Measurable (SMART) Objective	Data Source	Data Findings	Met
Academics	1.1 35% of students in grades 3-8 that regularly attend the 21st CCLC program during the 2010/2011 School Year (SY) will increase at least one category in AIMS Reading Proficiency	AIMS Test Data/ PPICS	1.1 5% of students in grades 3-8 that regularly attended the 21st CCLC program during the 2010/2011 SY increased one category or more on the AIMS Reading Proficiency test	No
	1.2 20% of students in grades 1-5 that regularly attend 21st CCLC program during the 2010/2011 SY will increase at least one category in AIMS Math proficiency	AIMS Test Data/ PPICS	1.2 21% of students in grades 1-5 that regularly attended the 21st CCLC program during the 2010/2011 SY increased one category or more on the AIMS Math proficiency test	Yes
Youth Development	1.3 There will be a significant decrease in the rate of serious and violent offences reported by administrators to ADE from 2011 to 2012	AZ SAFE or Vendor Database	1.3 The rate of serious and violent offences reported to ADE by administrators decrease significantly from 2011 (87%) to 2012 (43%)	YES
Family Engagement	1.4 More than 50% of 21 <sup>st</sup> CCLC regular-attendee family members who attended three Saturday Workshops indicated on the annual parent satisfaction survey that they felt more comfortable assisting with their child or children's homework activities.	Annual Parent Satisfaction Survey	42% of 21 <sup>st</sup> CCLC regular-attendee family members who attended three Saturday Workshops indicated on the annual parent satisfaction survey that they felt more comfortable assisting with their child or children's homework activities.	NO



# Continuous Improvement Worksheet

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The Continuous Improvement Worksheet is designed to collect your responses to site evaluation questions three and four:

**Evaluation Question 3** - What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching the program outcome objective?

**Evaluation Question 4** - What will be done next year to ensure progress toward reaching the program outcome objective?

There is one Continuous Improvement Worksheet that must be completed for each objective listed in the Objectives Worksheet.

- 2 Academic Achievement Outcome Objectives
- 1 Youth Development Outcome Objective
- 1 Family Engagement Outcome Objective

**Evaluation Question 3** - What are your Findings\*, and the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching program outcome objectives? See area highlighted in pink.

Academic Achievement Outcome Objective 1:			
Findings*:			
Strengths	Weaknesses	Opportunities	Threats
Strategies for Improvement			

\*Summary or conclusion reached after completion and examination of the Compliance and Objectives Worksheets or any other relevant resources that have been indentified.

**Evaluation Question 4** - What will be done next year to ensure progress toward reaching program outcome objectives? See area highlighted in pink.

Academic Achievement Outcome Objective 1:			
Findings*:			
Strengths	Weaknesses	Opportunities	Threats
Strategies for Improvement			
In this space, write in your team's plans to ensure progress towards reaching this objective			
next year.			

\*Summary or conclusion reached after completion and examination of the Compliance and Objectives Worksheets or any other relevant resources that have been identified.

# Document Submission Process

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It is very important that all information requested on each worksheet be completed, saved using the following document naming convention and sent electronically to your **21<sup>st</sup> CCLC specialist** AND **evaluator**, [Catherine.Osborn@azed.gov](mailto:Catherine.Osborn@azed.gov) , on or before August 9, 2013.

**Naming Convention:** DistrictName.SchoolName.2012\_13 CCLC SITE EVALUATION

Examples:

WESD.LakeviewEl.2012\_13 CCLC SITE EVALUATION

Washington.LakeviewEl.2012\_13 CCLC SITE EVALUTON

If you have questions, need clarification or other assistance please contact your 21<sup>st</sup> CCLC specialist or others listed on the following slide.



**Failure to comply with the annual site evaluation requirement WILL result in being placed in corrective action, and may result in the holding of all federal funds.**

# Contact Information

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